RESUMIX

Presented by

Rock Island Arsenal CPAC

2-STEP PROCESS

- Prepare and submit RESUMIX Resume so that it is entered and stored in the Centralized Resumix database.

  - Resume must be in RESUMIX format (no OF612 or SF171)

- Self-Nominate against any RESUMIX vacancy announcement for which you may have interest.

RESUME INFORMATION

- One resume will be used for all centralized regions. Only one resume will be in the system at a time.

  - New submissions replace previous version

- Applicants will have to submit a new resume after accepting a permanent position. (this does not apply to temporary promotions or temporary reassignments).

- Be sure to check the **opening** and **closing** dates of vacancy announcements.

PREPARING/SUBMITTING A RESUME

- Describe what YOU do/did (use nouns/verbs)
- List the skills most relevant to the career field in which you are interested.
- Clearly explain how you obtained the skills you identified.
- These extracted skills are then used to match against management criteria for their vacant positions. Also, list your licenses, awards and other pertinent information.

HOW TO SUBMIT A RESUME

PREFERRED METHOD: Using the Dept of Army Resume Builder . Go to the CPOC home page at http://www.cpol.army.mil. Click on Employment, then on "Army's Resume Builder." Follow all of the instructions.

E-MAIL: To submit your resume by E-mail, follow these specific instructions:

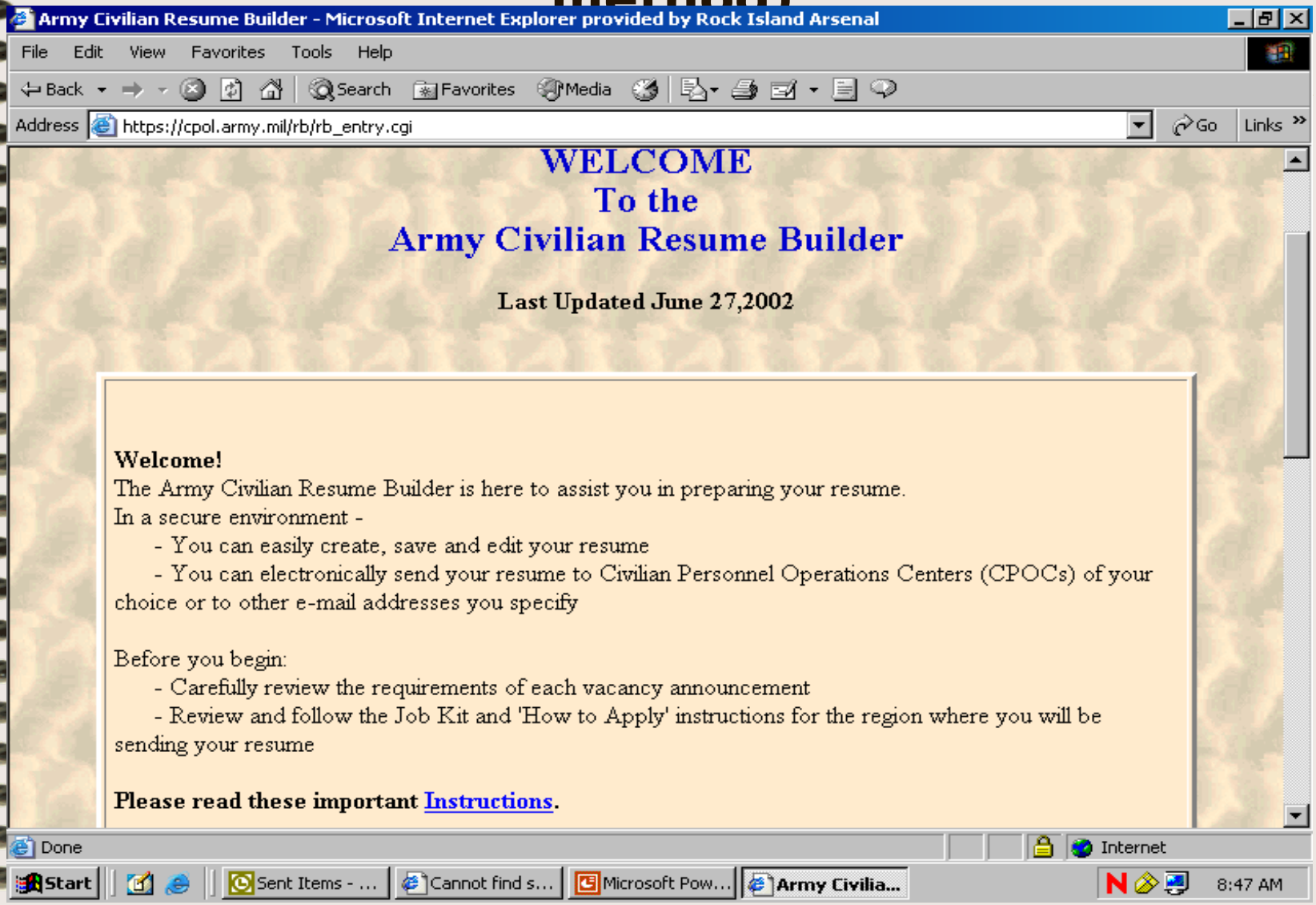
1. The actual resume must be a part of the body of the E-mail message. **DO NOT SUBMIT THE RESUME AS AN ATTACHMENT TO THE E-MAIL MESSAGE.** The system cannot read attachments to E-mail.
2. In the body of the E-mail message, place **"Resume"** in the subject line.
3. Read and follow the E-mail resume sample and instructions and send to: **Resume@cpocria.army.mil**

HARD COPY: To submit your resume through traditional US Mail, you must insert the resume **unfolded and unstapled** into an envelope 9.5" x 12" or larger with the word "Resume" printed on the lower left-hand corner of the envelope.

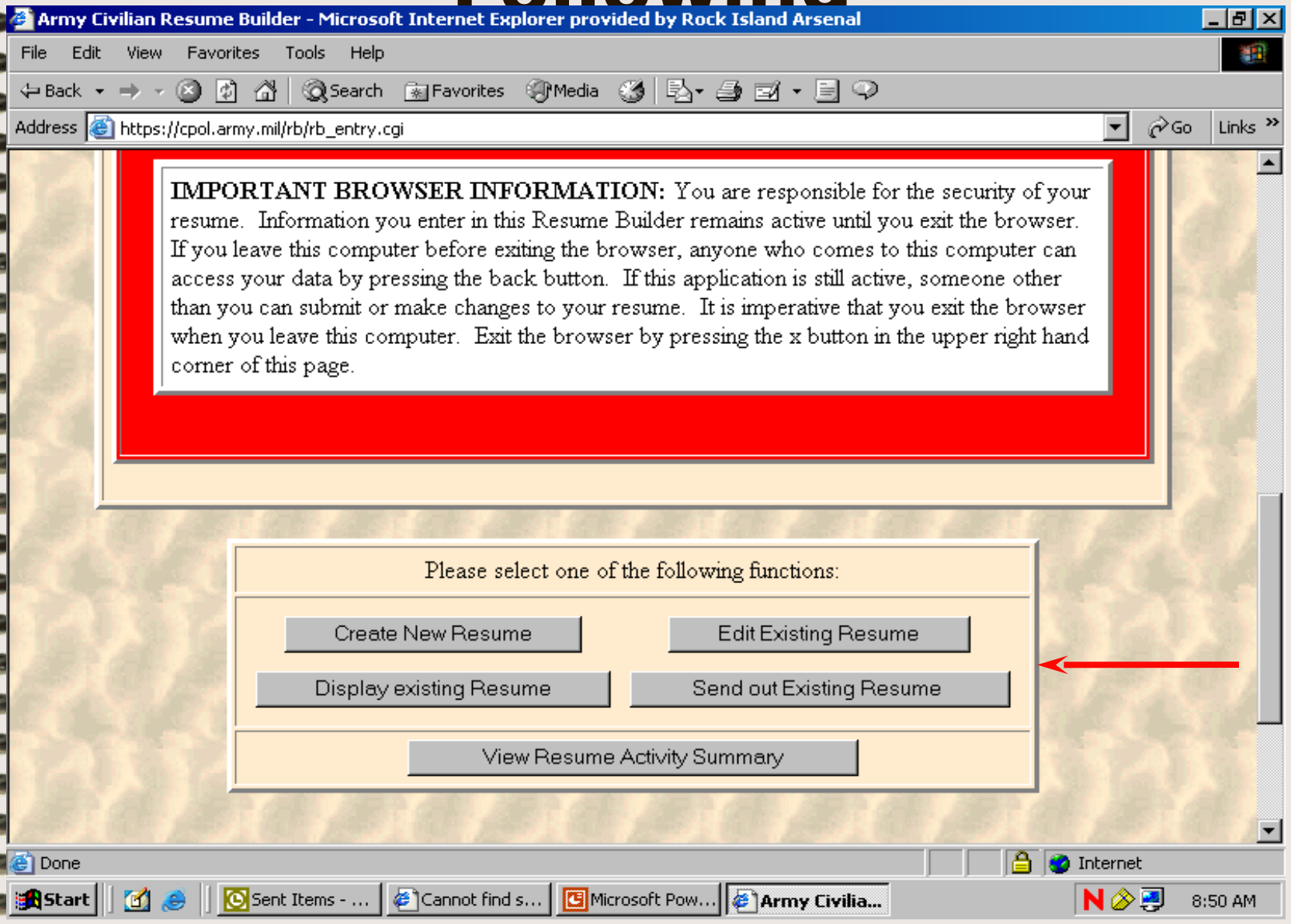
MAIL TO: **DEPARTMENT OF THE ARMY**

ATTN: DARE-CR-NCX (RESUMIX)

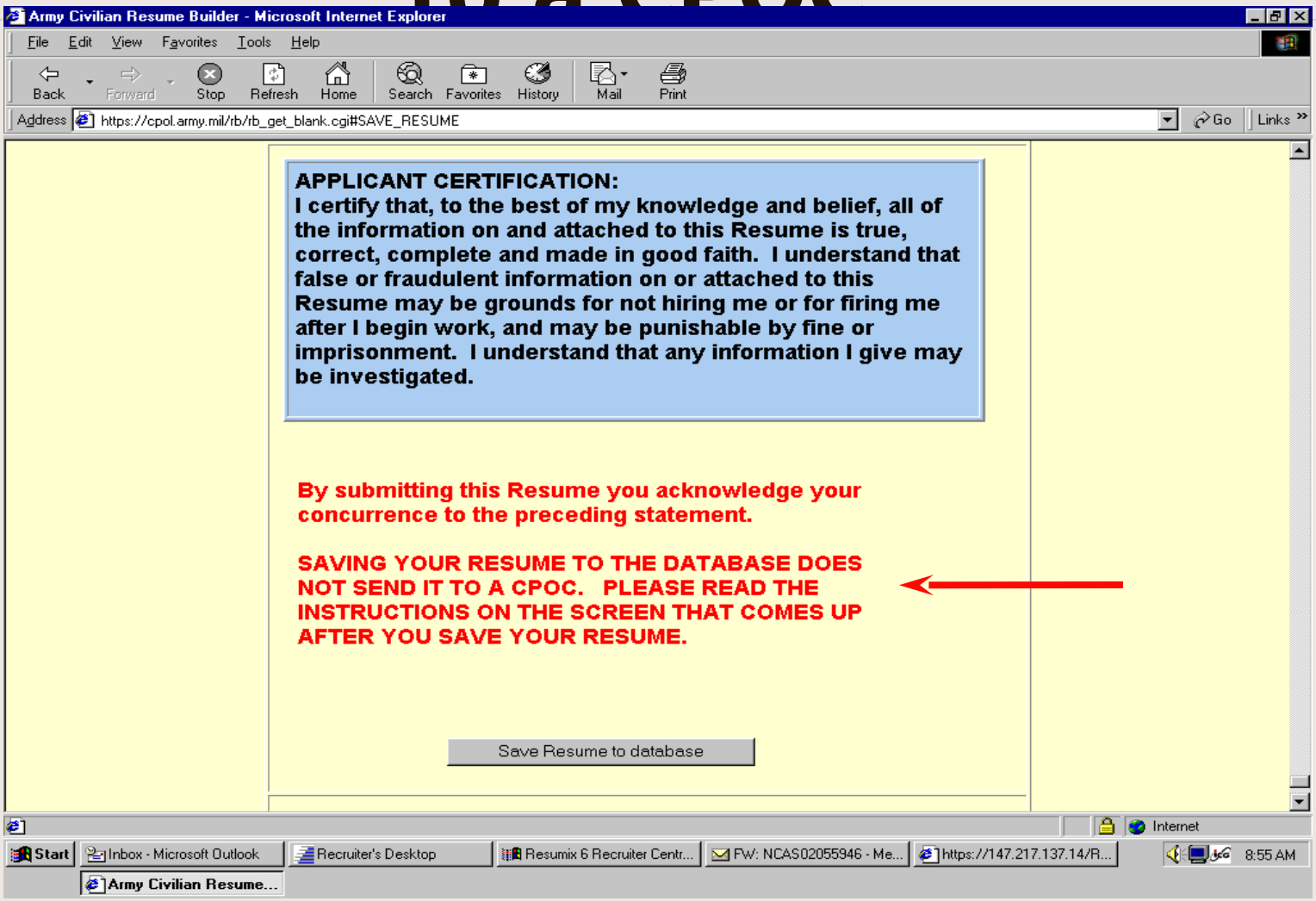
RESUME BUILDER (the preferred method)


Army Civilian Resume Builder - Microsoft Internet Explorer provided by Rock Island Arsenal
File Edit View Favorites Tools Help
Back Search Favorites Media
Address https://cpol.army.mil/rb/rb_entry.cgi
Go Links
WELCOME
To the
Army Civilian Resume Builder
Last Updated June 27,2002
Welcome!
The Army Civilian Resume Builder is here to assist you in preparing your resume.
In a secure environment -
- You can easily create, save and edit your resume
- You can electronically send your resume to Civilian Personnel Operations Centers (CPOCs) of your choice or to other e-mail addresses you specify
Before you begin:
- Carefully review the requirements of each vacancy announcement
- Review and follow the Job Kit and 'How to Apply' instructions for the region where you will be sending your resume
Please read these important Instructions.
Done
Internet
Start
Sent Items - ...
Cannot find s...
Microsoft Pow...
Army Civilia...
8:47 AM

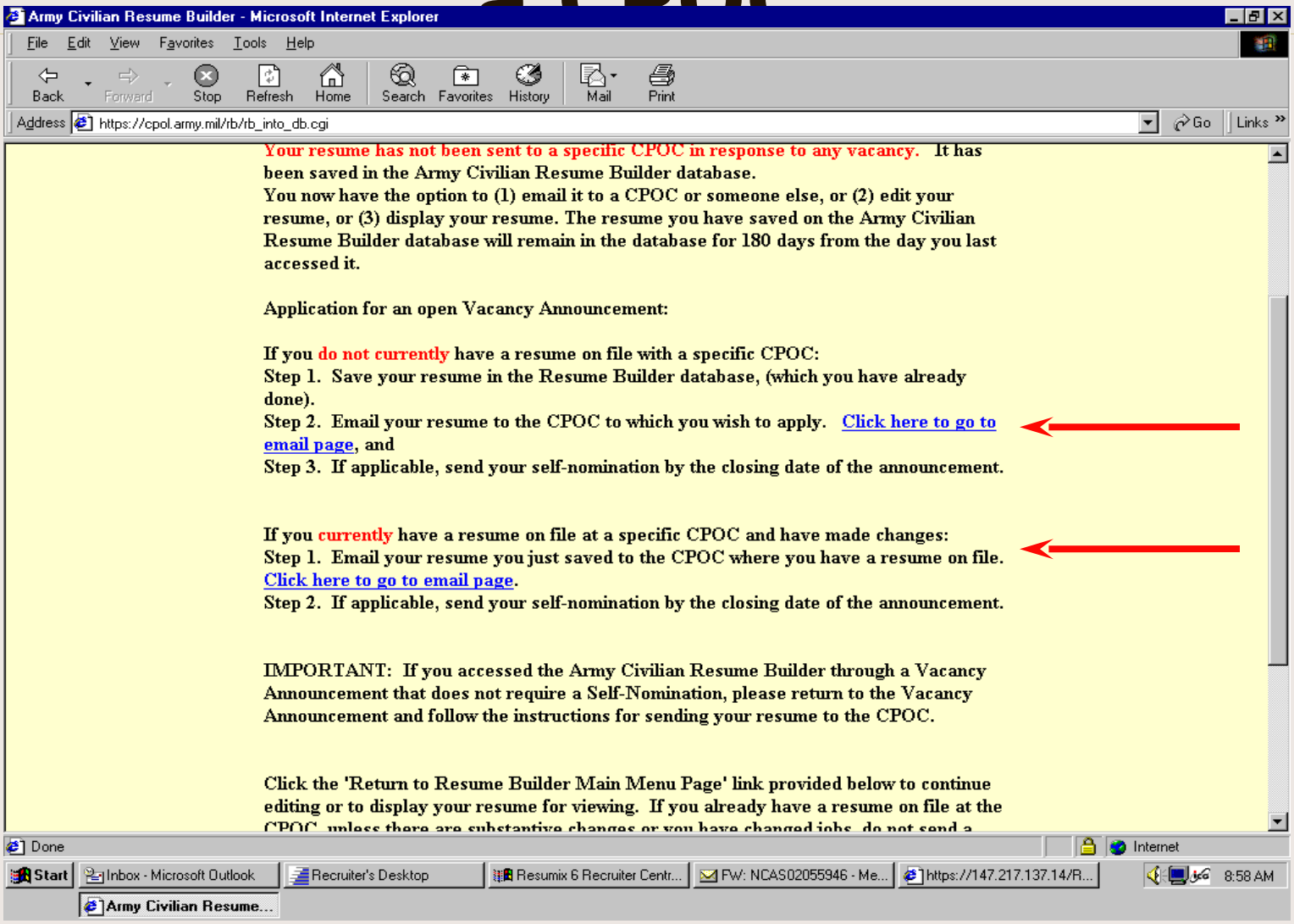
Select One of the Following


Army Civilian Resume Builder - Microsoft Internet Explorer provided by Rock Island Arsenal
File Edit View Favorites Tools Help
Back Search Favorites Media
Address https://cpol.army.mil/rb/rb_entry.cgi
Go Links
IMPORTANT BROWSER INFORMATION: You are responsible for the security of your resume. Information you enter in this Resume Builder remains active until you exit the browser. If you leave this computer before exiting the browser, anyone who comes to this computer can access your data by pressing the back button. If this application is still active, someone other than you can submit or make changes to your resume. It is imperative that you exit the browser when you leave this computer. Exit the browser by pressing the x button in the upper right hand corner of this page.
Please select one of the following functions:
Create New Resume
Edit Existing Resume
Display existing Resume
Send out Existing Resume
View Resume Activity Summary
Done
Internet
Start
Sent Items - ...
Cannot find s...
Microsoft Pow...
Army Civilia...
8:50 AM

➢ After Saving Your Resume, You MUST Send it to a CPOC


Army Civilian Resume Builder - Microsoft Internet Explorer
File Edit View Favorites Tools Help
Back Forward Stop Refresh Home Search Favorites History Mail Print
Address https://cpol.army.mil/rb/rb_get_blank.cgi#SAVE_RESUME
Go Links
APPLICANT CERTIFICATION:
I certify that, to the best of my knowledge and belief, all of the information on and attached to this Resume is true, correct, complete and made in good faith. I understand that false or fraudulent information on or attached to this Resume may be grounds for not hiring me or for firing me after I begin work, and may be punishable by fine or imprisonment. I understand that any information I give may be investigated.
By submitting this Resume you acknowledge your concurrence to the preceding statement.
SAVING YOUR RESUME TO THE DATABASE DOES NOT SEND IT TO A CPOC. PLEASE READ THE INSTRUCTIONS ON THE SCREEN THAT COMES UP AFTER YOU SAVE YOUR RESUME.
Save Resume to database
Internet
Start
Inbox - Microsoft Outlook
Recruiter's Desktop
Resumix 6 Recruiter Centr...
FW: NCAS02055946 - Me...
https://147.217.137.14/R...
8:55 AM
Army Civilian Resume...

Instructions on Forwarding Your Resume to a CPOC


Army Civilian Resume Builder - Microsoft Internet Explorer
File Edit View Favorites Tools Help
Back Forward Stop Refresh Home Search Favorites History Mail Print
Address https://cpol.army.mil/rb/rb_into_db.cgi
Go Links
Your resume has not been sent to a specific CPOC in response to any vacancy. It has been saved in the Army Civilian Resume Builder database.
You now have the option to (1) email it to a CPOC or someone else, or (2) edit your resume, or (3) display your resume. The resume you have saved on the Army Civilian Resume Builder database will remain in the database for 180 days from the day you last accessed it.
Application for an open Vacancy Announcement:
If you do not currently have a resume on file with a specific CPOC:
Step 1. Save your resume in the Resume Builder database, (which you have already done).
Step 2. Email your resume to the CPOC to which you wish to apply. Click here to go to email page, and
Step 3. If applicable, send your self-nomination by the closing date of the announcement.
If you currently have a resume on file at a specific CPOC and have made changes:
Step 1. Email your resume you just saved to the CPOC where you have a resume on file.
Click here to go to email page.
Step 2. If applicable, send your self-nomination by the closing date of the announcement.
IMPORTANT: If you accessed the Army Civilian Resume Builder through a Vacancy Announcement that does not require a Self-Nomination, please return to the Vacancy Announcement and follow the instructions for sending your resume to the CPOC.
Click the 'Return to Resume Builder Main Menu Page' link provided below to continue editing or to display your resume for viewing. If you already have a resume on file at the
Done
Internet
Start
Inbox - Microsoft Outlook
Recruiter's Desktop
Resumix 6 Recruiter Centr...
FW: NCAS02055946 - Me...
https://147.217.137.14/R...
8:58 AM
Army Civilian Resume...

SAMPLE HARD COPY/E-MAIL RESUME

John Q. Applicant
333 Magnolia Court
Rock Island, IL 61201
309 111-1234 H
309 782-1234 W
793 1234 DSN
SSN: 123456789
Source Code: INTROC
Highest Permanent Grade Held: GS-1150-11, Jun 91 - Mar 96
Highest Temporary Grade Held: GS-1150-12, Jun 95 - Sep 95
Typing: 40 wpm (list only if applicable with career goals)
Steno: 80 wpm (list only if applicable with career goals)

EXPERIENCE
Jun 91 – Present, 40 HPW Industrial Specialist, GS-1150-11, $43,790 PA
US Army Rock Island Arsenal, Rock Island Arsenal, IL 61201, Fred Boss, 793-1235, Industrial Specialist at Arsenal Operations Directorate, Develop the production layout for manufacturing processes for the Rock Island Arsenal. Develop technical manufacturing cost estimates. Develop comprehensive reports on nonstandard production processes. Maintain contractor performance data. Develop Scopes of Work prescribing production layout. Review production processes for problems and recommend corrective action. Review proposals and recommended changes. Conduct studies. Worked with blueprints, engineering drawing and wiring diagrams. Planned and implemented all mechanical and electrical processes. **(List specific duties associated with your position)**

SAMPLE HARD COPY/E-MAIL RESUME (con't)

June 95 – Sep 95, 40 HPW Industrial Specialist, GS-1150-12, $42,112PA, US Army Rock Island Arsenal, Rock Island, IL 61201, Joe Supervisor, 793-6789. (Temporary Promotion) Performed team-leader duties overseeing workload of lower graded Industrial Specialists. Reviewed production processes, contractor performance data, and engineering change proposal identifying problems and recommending corrective action and changes. Developed manufacturing cost estimates. **(List specific duties associated with your position)**

Aug 85 - Jun 91, 40 HPW, Industrial Specialist, GS-1150-09, $28,900 PA
US Army Rock Island Arsenal, Rock Island Arsenal, IL 61202, Sally Chief, 793-1236, Assisted higher graded Industrial Specialist in the development of facilities expansion to include manufacturing equipment layout. Familiar with milspecs, safety requirements as they relate to storage, transportation and processing of ammunition and weapons systems. Coordinate engineering change proposals with appropriate personnel. Develop manufacturing cost estimates for weapons systems. Develop reports on ammunition, weapons, and miscellaneous mission items. Conducted time and motion studies. Skilled in the use of Windows, EXCEL, and Lotus. **(List specific duties associated with your position.)**

EDUCATION
AA, 1982, Social Science, Blackhawk Community College, Moline, IL
BS, 1984, Political Science, Western University, Macomb, IL

SPECIALIZED TRAINING: CAM/CAD training, 1989

LICENSES/CERTIFICATES: Airplane Pilot license, 1982

ANSWER

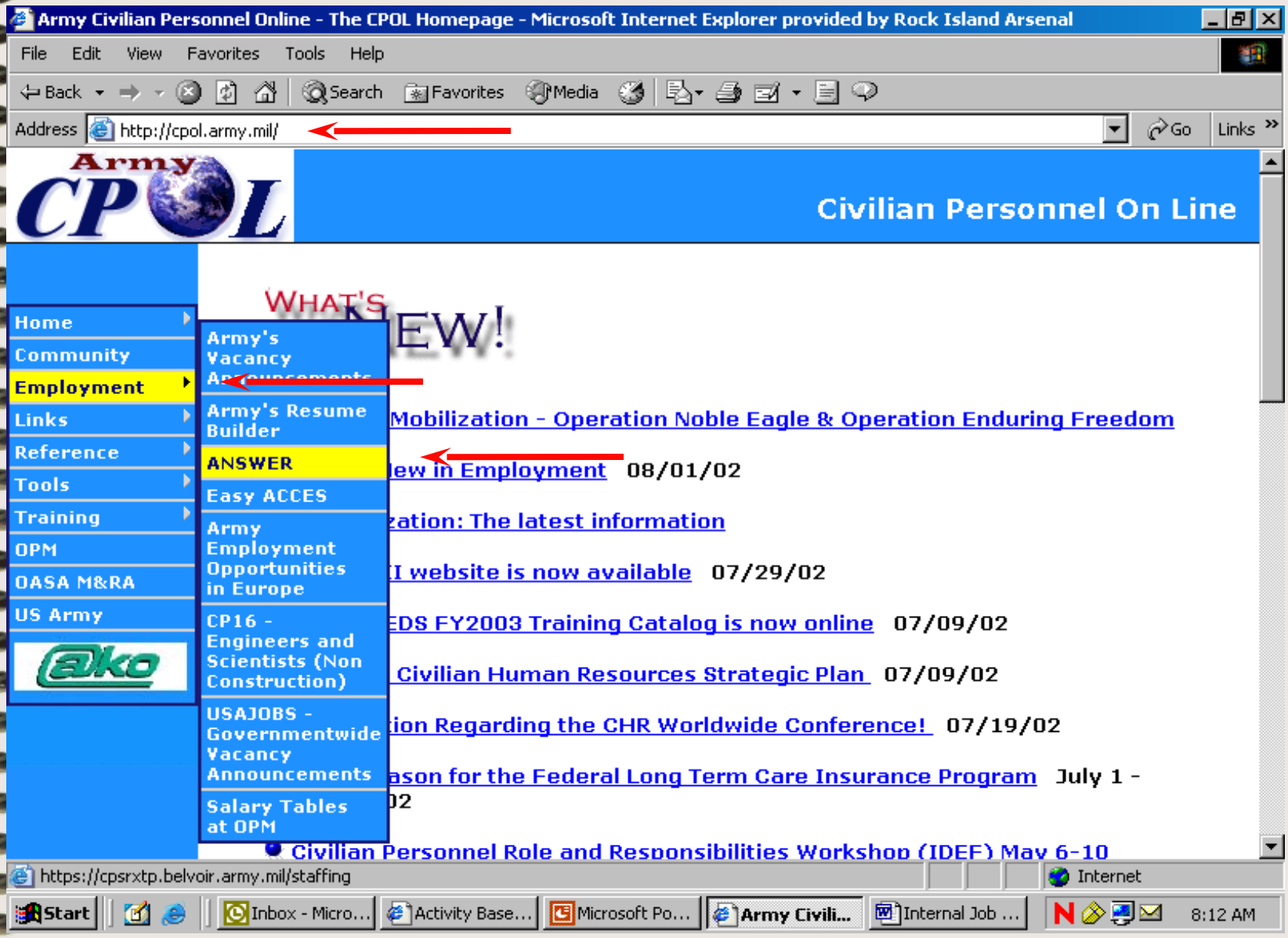
ANSWER (to check the status of your resume)

Our on-line response tool “Army Notification System Web Enabled Response” (ANSWER) is updated daily. You can monitor the status of your self-nominations for up to 120 days and view your resume thru this web-site. You can access the home page through Department of Army (DA)’s CPOL homepage at http://www.cpol.army.mil. Once at CPOL, click on “Employment” and then on “Answer”.

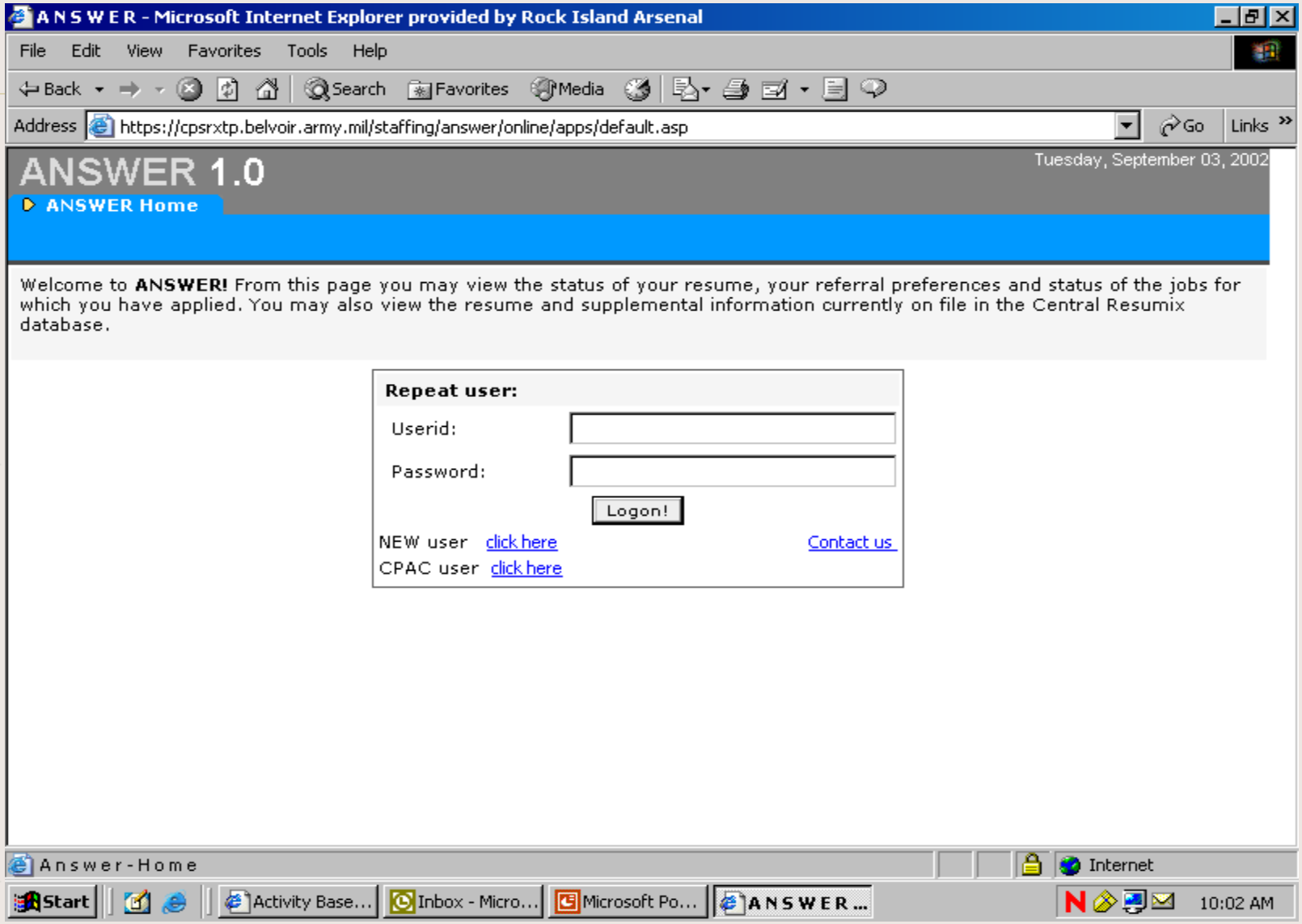
You will have to establish your own ANSWER account (User ID and Pin) prior to accessing your information.

Note: The same user ID and Pin is used for ANSWER and Resume Builder.

Accessing ANSWER



ANSWER Log-In Screen


ANSWER - Microsoft Internet Explorer provided by Rock Island Arsenal
File Edit View Favorites Tools Help
Back Search Favorites Media
Address https://cpsrxtp.belvoir.army.mil/staffing/answer/online/apps/default.asp
Go Links
ANSWER 1.0
Tuesday, September 03, 2002
ANSWER Home
Welcome to ANSWER! From this page you may view the status of your resume, your referral preferences and status of the jobs for which you have applied. You may also view the resume and supplemental information currently on file in the Central Resumix database.
Repeat user:
Userid:
Password:
Logon!
NEW user click here
Contact us
CPAC user click here
Answer-Home
Internet
Start
Activity Base...
Inbox - Micro...
Microsoft Po...
ANSWER ...
10:02 AM

REASONS FOR RESUME REJECTION FROM THE RESUMIX SYSTEM

You must abide by the conditions given in the Job Application Kit. The following is a list of conditions that will lead to your resume not being accepted by the RESUMIX system:

1. Resumes more than three pages in length will not be accepted into the RESUMIX system.
2. Handwritten resumes will not be accepted.
3. Hard copy resumes on colored paper will not be accepted.
4. E-mailed resumes submitted, as an attachment to the message will not be accepted.
5. Faxed resumes will not be accepted.
6. Resumes that **do not** follow the format of the Job Application Kit will not be accepted.
7. Resumes that **do not** list the title, series, and grade information along with dates the position was held and hours per week worked will not be accepted.

Resumes sent to an address other than Resume@cpocria.army.mil **will not be accepted.**

TIPS FOR RESUME SCANNING SUCCESS

- **DO** provide a laser printed original or typewritten original or high quality copy.
- **DO** use a minimum margin of 1 inch on all sides of your printed resume.
- **DO** use standard typefaces such as Helvetica, Optima, Universe, Times, Palatino, New Century Schoolbook, or Courier.
- **DO** use a font size of 11 to 14 points.
- **DO** use boldface or all capital letters for section headings, as long as the letters do not touch each other.
- **DO** type your name and social security number in the TOP left corner of the second and third pages of the resume. (This does not apply to e-mailed resumes.)
- **DO** be specific when naming the computer software, types of equipment, etc., with which you have had experience.
- **DO** describe your experience with specific words rather than vague generalizations.
- **DO** proofread and spell-check your resume.
- **DO** keep an e-mail or hardcopy of your completed resume. Your resume will not be sent back to you once the Resumix Team has

TIPS FOR RESUME SCANNING SUCCESS (con't)

- **DO NOT** staple, fold, bind, or punch holes in your resume.
- **DO NOT** use dot matrix printer or low quality copies.
- **DO NOT** condense spacing between letters.
- **DO NOT** use vertical lines, horizontal lines, graphics and boxes, or pictures.
- **DO NOT** use two-column format or resumes that look like newspapers.
- **DO NOT** use fancy fonts such as *italics,* underlining, or shadows.
- **DO NOT** use acronyms or abbreviations, other than to describe type of systems used.
- **DO NOT** submit your resume on colored paper.
- **DO NOT** submit your resume as an attachment to an E-Mail.
- **DO NOT** submit any documentation NOT specifically required or requested.

DO NOT EXPECT YOUR RESUME OR ANY DOCUMENTS SUBMITTED TO BE RETURNED.

NORTH CENTRAL CPOC POINTS OF CONTACT

RESUMIX TELEPHONE NUMBERS/E-MAIL ADDRESSES

Vacancy Hotline: (toll free) 1-888-253-1842 or (309) 782-4197

Resumes submitted by E-Mail address:
Resume@cpocria.army.mil

Self-Nomination Fax: (toll free) 1-800-760-4565 or (309) 782-4391

Self-Nomination E-Mail address: SELF-NOM@cpocria.army.mil

TDD (Telecommunications Device for the Deaf) (309) 782-0375
This is NOT a FAX number

RESUMIX Questions/Comments:
RESUMIX_HELP@cpocria.army.mil

DO NOT SEND RESUMES TO THIS MAILBOX!

NORTH CENTRAL CPOC POINTS OF CONTACT

RESUMIX TELEPHONE NUMBERS/E-MAIL ADDRESSES (con't)

View Vacancy Announcements:
http://cpol.army.mil/va/scripts/public.html OR
http://cpol.army.mil/index.html

Select: Employment >Army's Vacancy Announcements

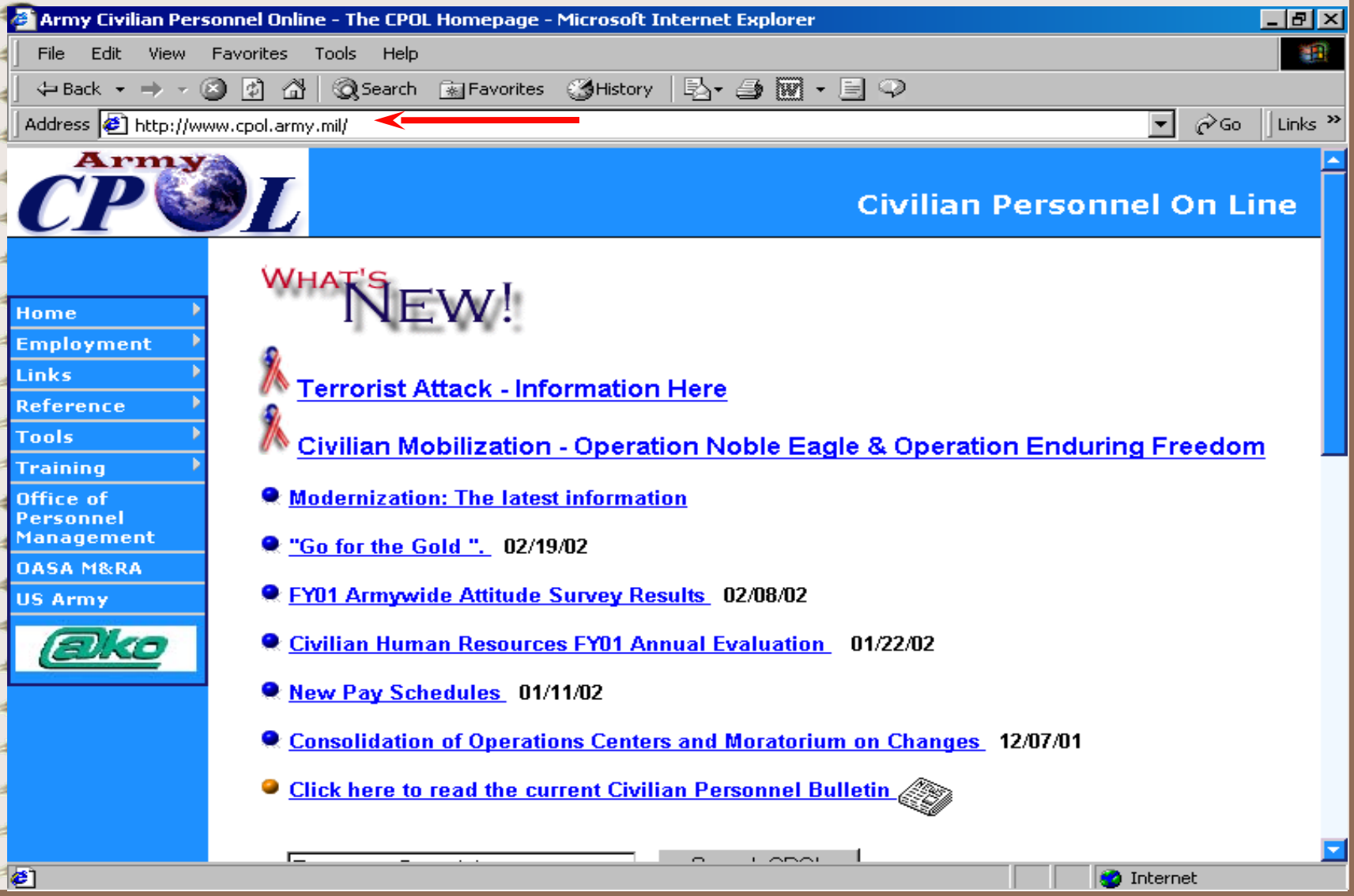
RESUMIX Internet Address:
http://cpolrhp.belvoir.army.mil/ncr/Employment/Resumix.htm
OR http://cpol.army.mil/index.html

Select: Links>Regional Homepages >North Central
>Employment Information >RESUMIX Information & Overview

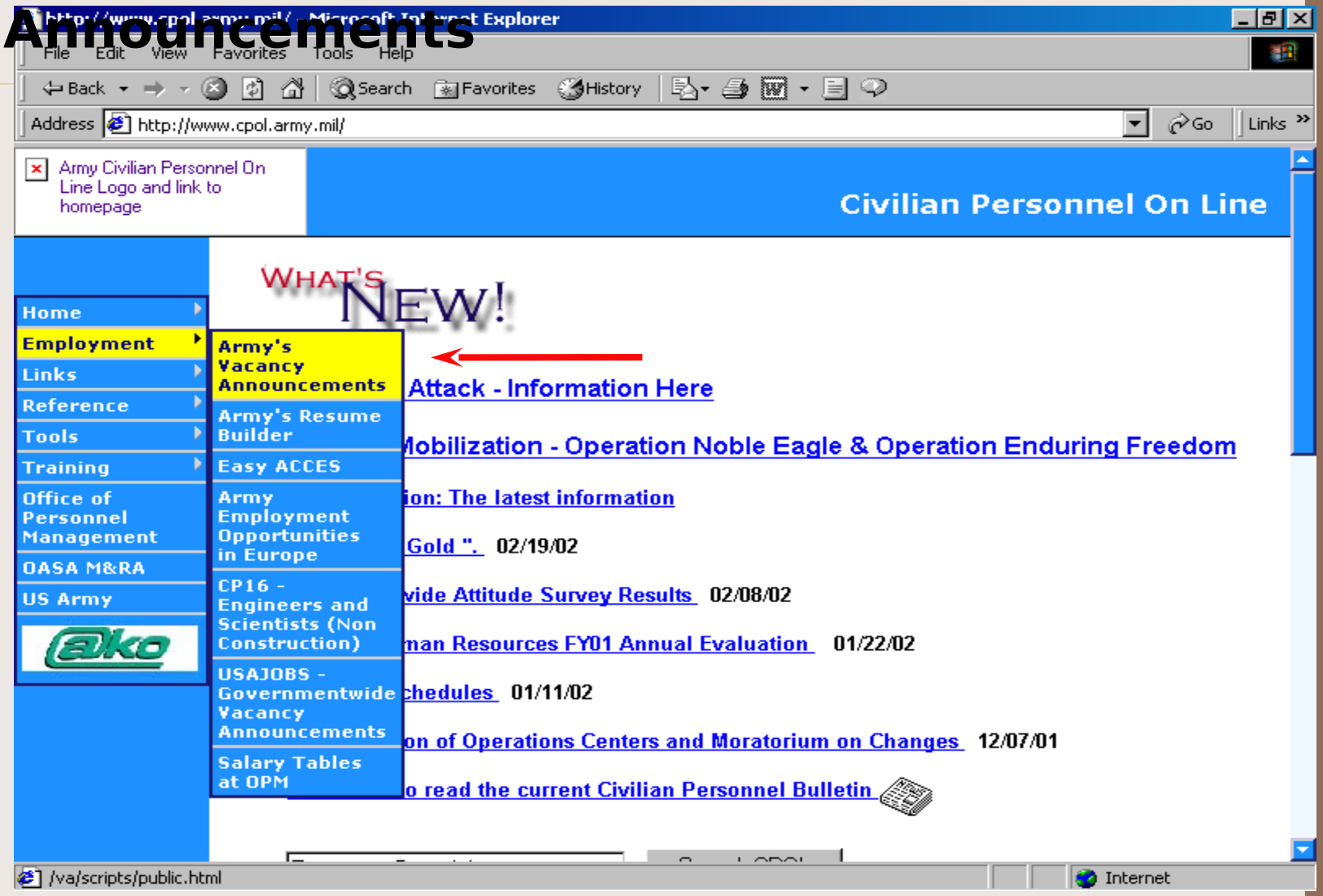
On-Line Job Application Kits:
http://cpolrhp.belvoir.army.mil/ncr/Employment/resumixjobkits/jobkits.htm OR http://cpol.army.mil/index.html

Select: Links>Regional Homepages >North Central
>Employment Information >RESUMIX Kit for Employees

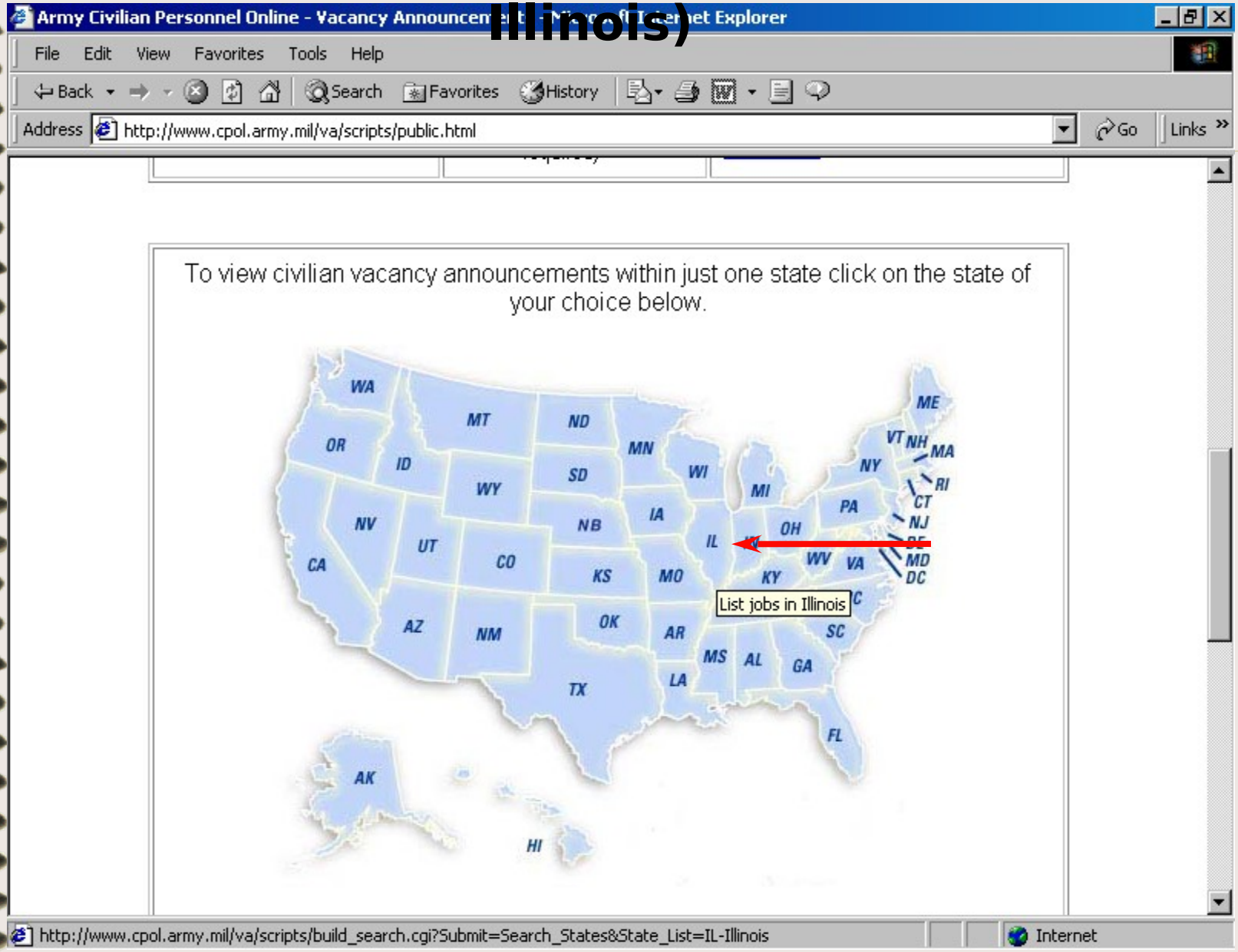
- **Vacancy announcements can be viewed on-line at http://cpol.army.mil**


Army Civilian Personnel Online - The CPOL Homepage - Microsoft Internet Explorer
File Edit View Favorites Tools Help
Back Search Favorites History
Address http://www.cpol.army.mil/
Go Links
Army CPOL
Civilian Personnel On Line
Home
Employment
Links
Reference
Tools
Training
Office of Personnel Management
OASA M&RA
US Army
WHAT'S NEW!
Terrorist Attack - Information Here
Civilian Mobilization - Operation Noble Eagle & Operation Enduring Freedom
Modernization: The latest information
"Go for the Gold ". 02/19/02
FY01 Armywide Attitude Survey Results 02/08/02
Civilian Human Resources FY01 Annual Evaluation 01/22/02
New Pay Schedules 01/11/02
Consolidation of Operations Centers and Moratorium on Changes 12/07/01
Click here to read the current Civilian Personnel Bulletin
Internet

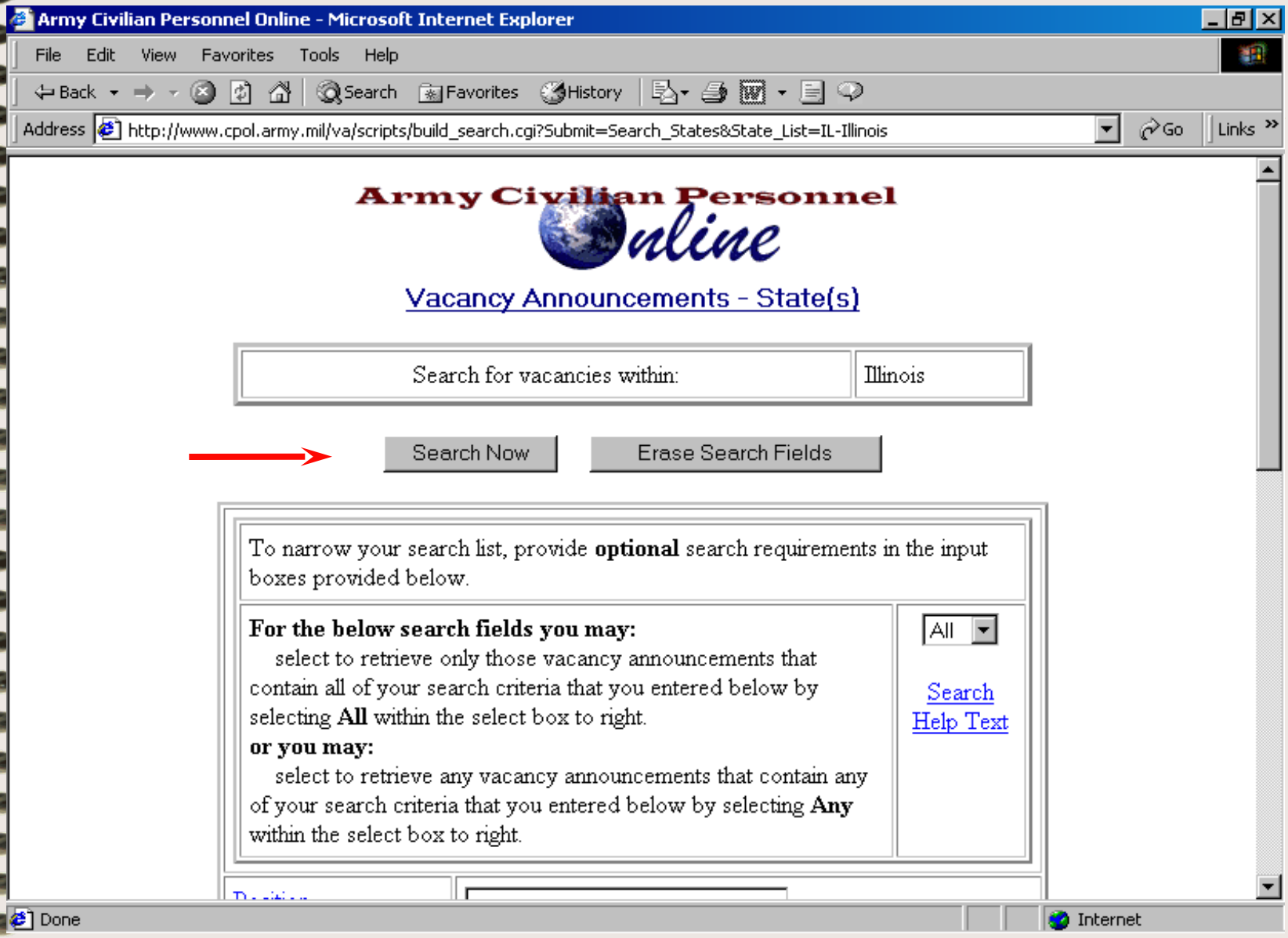
- **To view the announcements, click on Employment/Army Vacancy Announcements**



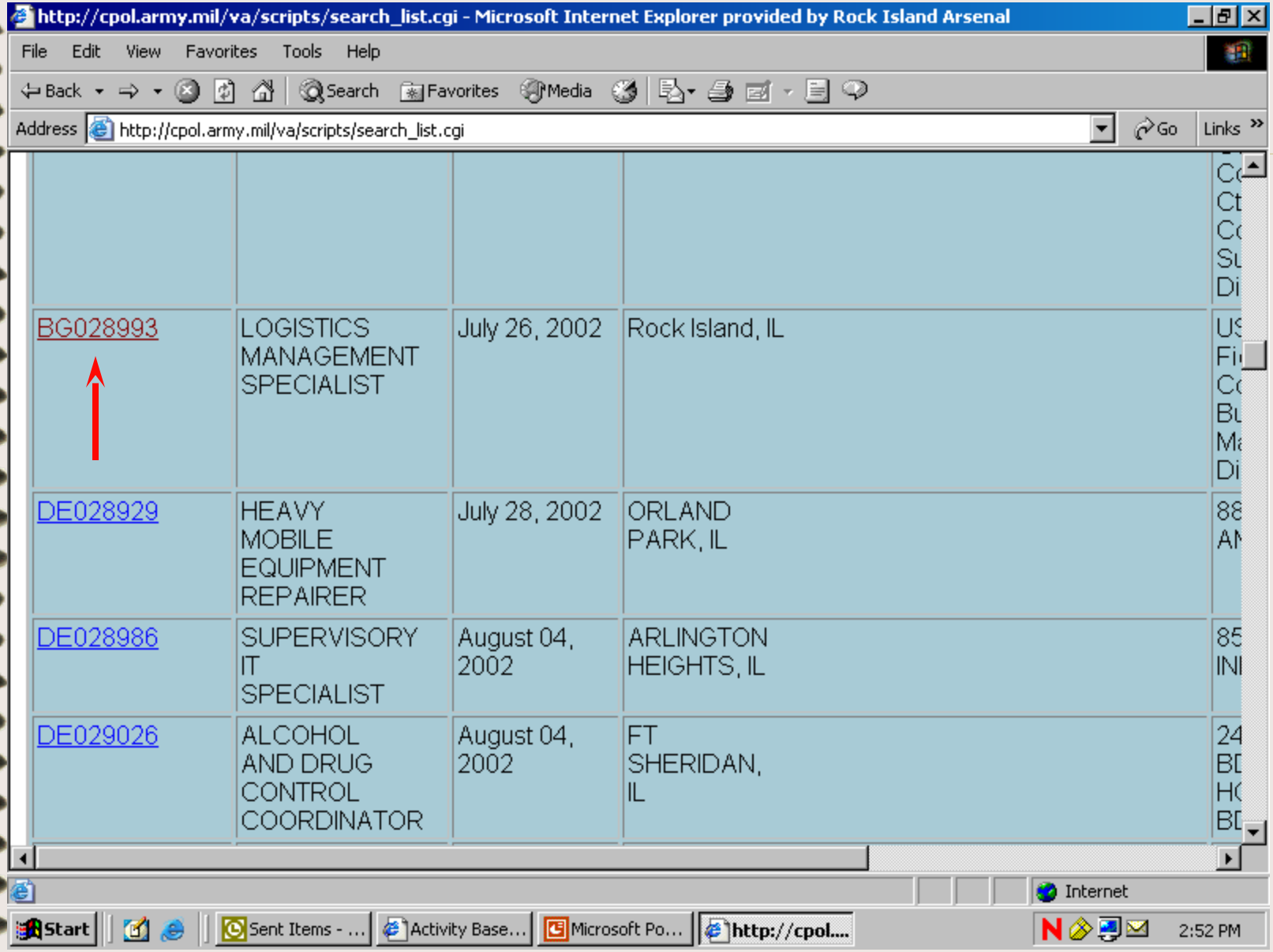
➢ Click on the State of Choice (i.e., Illinois)



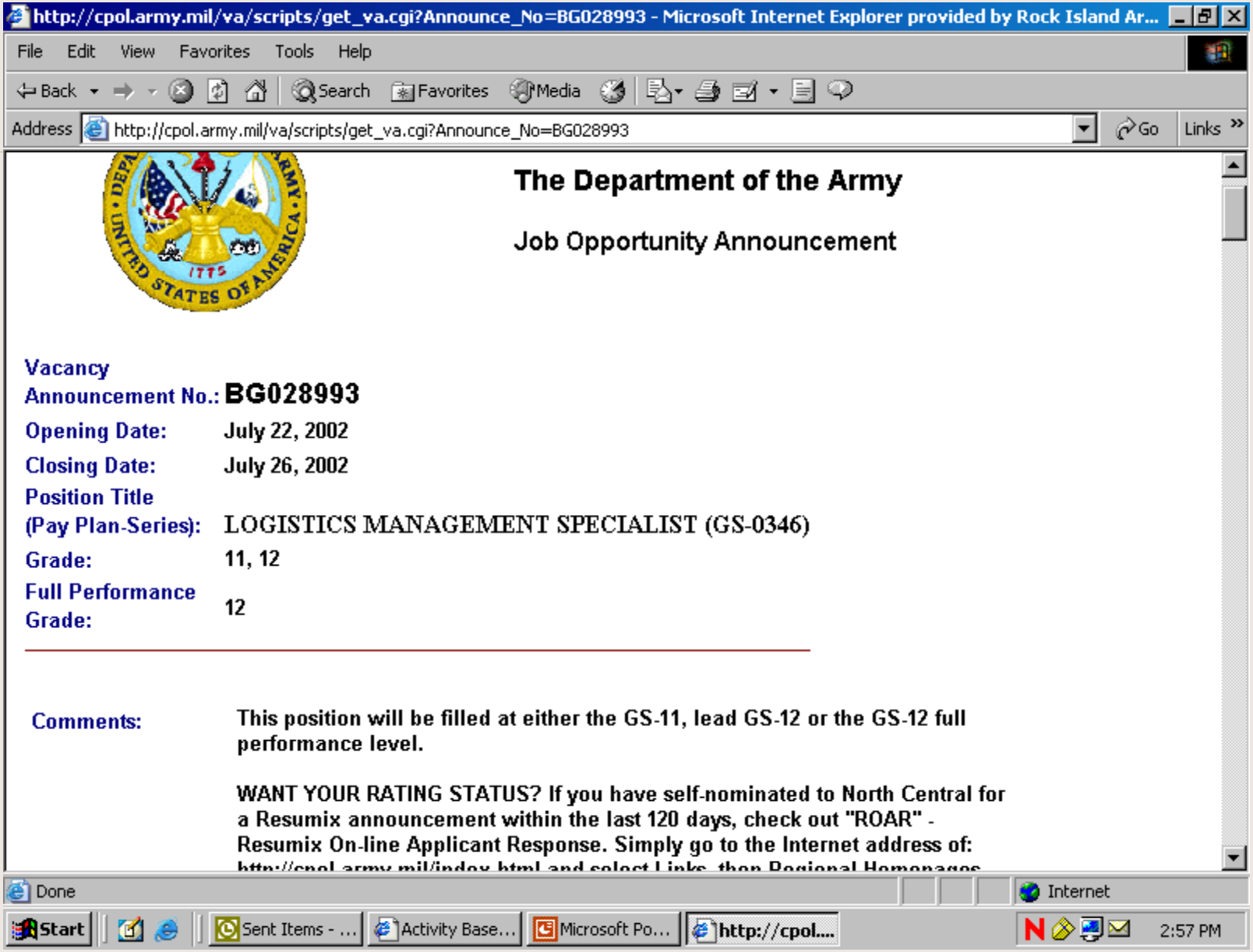
➢ Click on Search Now


Army Civilian Personnel Online - Microsoft Internet Explorer
File Edit View Favorites Tools Help
Back Search Favorites History
Address http://www.cpol.army.mil/va/scripts/build_search.cgi?Submit=Search_States&State_List=IL-Illinois
Go Links
Army Civilian Personnel Online
Vacancy Announcements - State(s)
Search for vacancies within:
Illinois
Search Now
Erase Search Fields
To narrow your search list, provide optional search requirements in the input boxes provided below.
For the below search fields you may:
select to retrieve only those vacancy announcements that contain all of your search criteria that you entered below by selecting All within the select box to right.
or you may:
select to retrieve any vacancy announcements that contain any of your search criteria that you entered below by selecting Any within the select box to right.
All
Search Help Text
Done
Internet

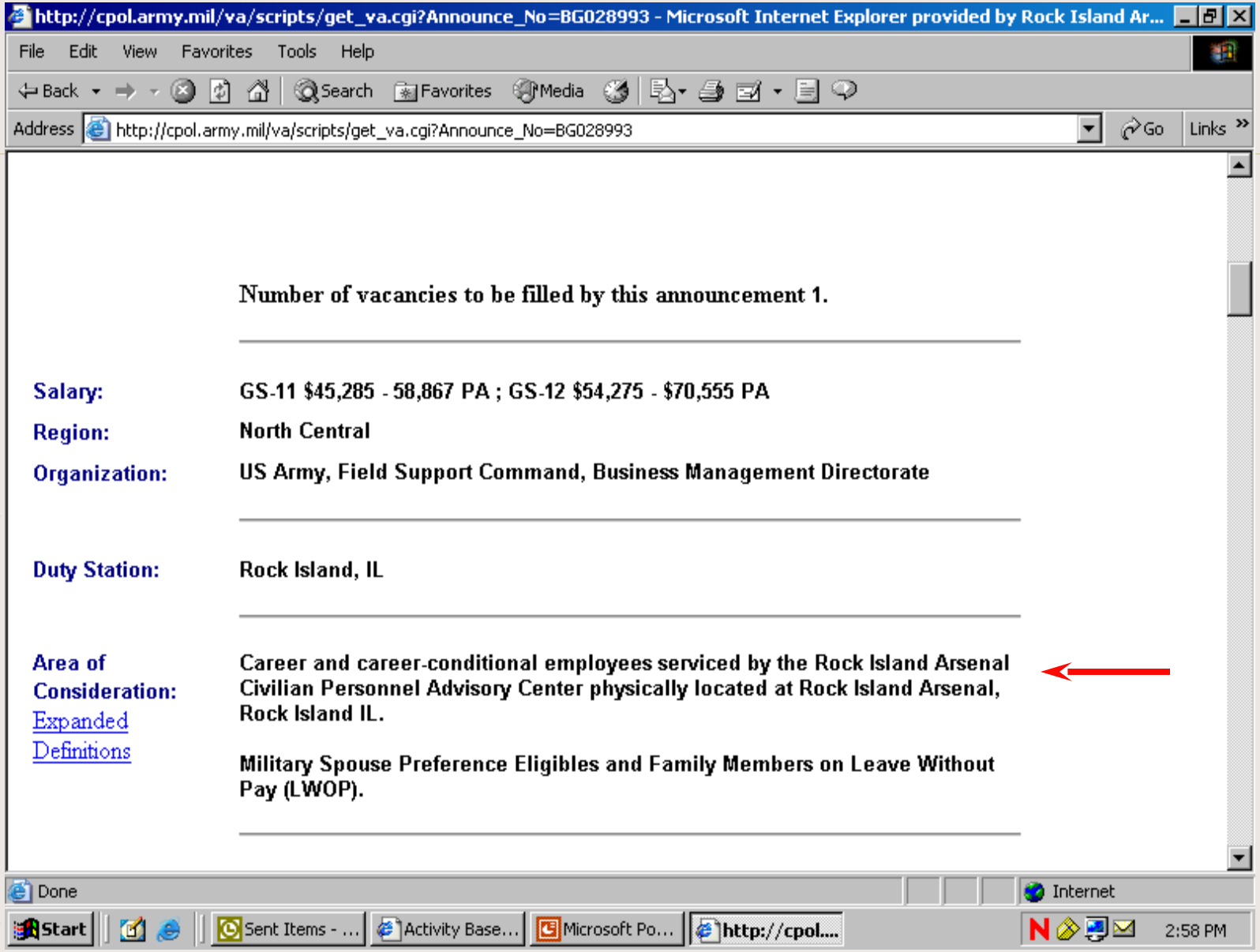
➢ Select Vacancy


http://cpol.army.mil/va/scripts/search_list.cgi - Microsoft Internet Explorer provided by Rock Island Arsenal
File Edit View Favorites Tools Help
Back Search Favorites Media
Address http://cpol.army.mil/va/scripts/search_list.cgi
Go Links
BG028993 LOGISTICS MANAGEMENT SPECIALIST July 26, 2002 Rock Island, IL
DE028929 HEAVY MOBILE EQUIPMENT REPAIRER July 28, 2002 ORLAND PARK, IL
DE028986 SUPERVISORY IT SPECIALIST August 04, 2002 ARLINGTON HEIGHTS, IL
DE029026 ALCOHOL AND DRUG CONTROL COORDINATOR August 04, 2002 FT SHERIDAN, IL
Internet
Start
Sent Items - ...
Activity Base...
Microsoft Po...
http://cpol....
2:52 PM

➢ Sample Vacancy Announcement


http://cpol.army.mil/va/scripts/get_va.cgi?Announce_No=BG028993 - Microsoft Internet Explorer provided by Rock Island Ar...
File Edit View Favorites Tools Help
Back Search Favorites Media
Address http://cpol.army.mil/va/scripts/get_va.cgi?Announce_No=BG028993
Go Links
The Department of the Army
Job Opportunity Announcement
Vacancy Announcement No.: BG028993
Opening Date: July 22, 2002
Closing Date: July 26, 2002
Position Title (Pay Plan-Series): LOGISTICS MANAGEMENT SPECIALIST (GS-0346)
Grade: 11, 12
Full Performance Grade: 12
Comments: This position will be filled at either the GS-11, lead GS-12 or the GS-12 full performance level.
WANT YOUR RATING STATUS? If you have self-nominated to North Central for a Resumix announcement within the last 120 days, check out "ROAR" - Resumix On-line Applicant Response. Simply go to the Internet address of:
Done
Internet
Start
Sent Items - ...
Activity Base...
Microsoft Po...
http://cpol....
2:57 PM

Area of Consideration


http://cpol.army.mil/va/scripts/get_va.cgi?Announce_No=BG028993 - Microsoft Internet Explorer provided by Rock Island Ar...
File Edit View Favorites Tools Help
Back Search Favorites Media
Address http://cpol.army.mil/va/scripts/get_va.cgi?Announce_No=BG028993
Go Links
Number of vacancies to be filled by this announcement 1.
Salary: GS-11 $45,285 - 58,867 PA ; GS-12 $54,275 - $70,555 PA
Region: North Central
Organization: US Army, Field Support Command, Business Management Directorate
Duty Station: Rock Island, IL
Area of Consideration: Career and career-conditional employees serviced by the Rock Island Arsenal Civilian Personnel Advisory Center physically located at Rock Island Arsenal, Rock Island IL.
Expanded Definitions
Military Spouse Preference Eligibles and Family Members on Leave Without Pay (LWOP).
Done
Internet
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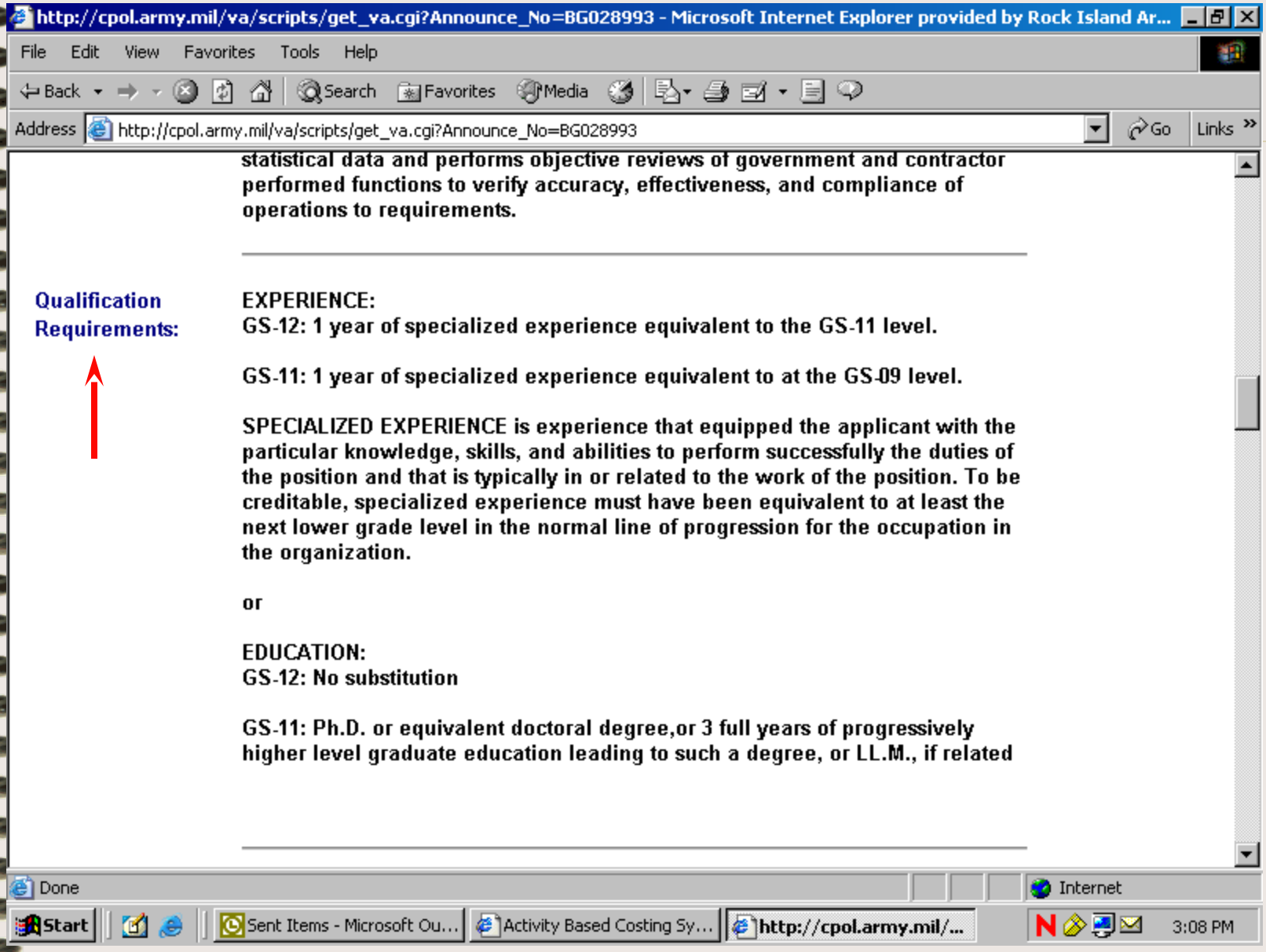
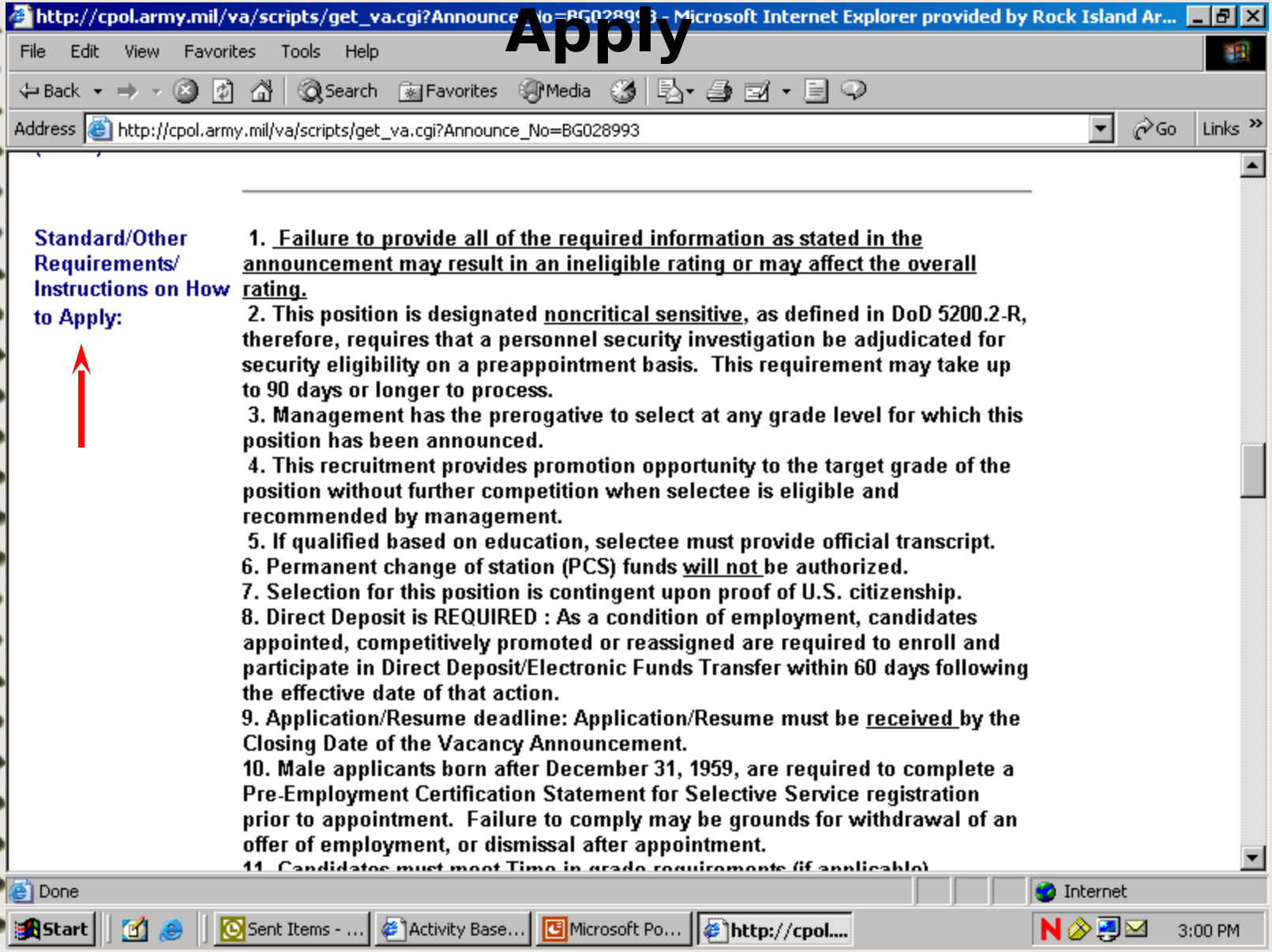
Sent Items - ...
Activity Base...
Microsoft Po...
http://cpol....
2:58 PM

Qualification Requirements


http://cpol.army.mil/va/scripts/get_va.cgi?Announce_No=BG028993 - Microsoft Internet Explorer provided by Rock Island Ar...
File Edit View Favorites Tools Help
Back Search Favorites Media
Address http://cpol.army.mil/va/scripts/get_va.cgi?Announce_No=BG028993
Go Links
statistical data and performs objective reviews of government and contractor performed functions to verify accuracy, effectiveness, and compliance of operations to requirements.
Qualification Requirements:
EXPERIENCE:
GS-12: 1 year of specialized experience equivalent to the GS-11 level.
GS-11: 1 year of specialized experience equivalent to at the GS-09 level.
SPECIALIZED EXPERIENCE is experience that equipped the applicant with the particular knowledge, skills, and abilities to perform successfully the duties of the position and that is typically in or related to the work of the position. To be creditable, specialized experience must have been equivalent to at least the next lower grade level in the normal line of progression for the occupation in the organization.
or
EDUCATION:
GS-12: No substitution
GS-11: Ph.D. or equivalent doctoral degree,or 3 full years of progressively higher level graduate education leading to such a degree, or LL.M., if related
Done
Internet
Start
Sent Items - Microsoft Ou...
Activity Based Costing Sy...
http://cpol.army.mil/...
3:08 PM

How to Apply


http://cpol.army.mil/va/scripts/get_va.cgi?Announce_No=BG028993 - Microsoft Internet Explorer provided by Rock Island Ar...
File Edit View Favorites Tools Help
Back Search Favorites Media
Address http://cpol.army.mil/va/scripts/get_va.cgi?Announce_No=BG028993
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Standard/Other Requirements/ Instructions on How to Apply:
1. Failure to provide all of the required information as stated in the announcement may result in an ineligible rating or may affect the overall rating.
2. This position is designated noncritical sensitive, as defined in DoD 5200.2-R, therefore, requires that a personnel security investigation be adjudicated for security eligibility on a preappointment basis. This requirement may take up to 90 days or longer to process.
3. Management has the prerogative to select at any grade level for which this position has been announced.
4. This recruitment provides promotion opportunity to the target grade of the position without further competition when selectee is eligible and recommended by management.
5. If qualified based on education, selectee must provide official transcript.
6. Permanent change of station (PCS) funds will not be authorized.
7. Selection for this position is contingent upon proof of U.S. citizenship.
8. Direct Deposit is REQUIRED : As a condition of employment, candidates appointed, competitively promoted or reassigned are required to enroll and participate in Direct Deposit/Electronic Funds Transfer within 60 days following the effective date of that action.
9. Application/Resume deadline: Application/Resume must be received by the Closing Date of the Vacancy Announcement.
10. Male applicants born after December 31, 1959, are required to complete a Pre-Employment Certification Statement for Selective Service registration prior to appointment. Failure to comply may be grounds for withdrawal of an offer of employment, or dismissal after appointment.
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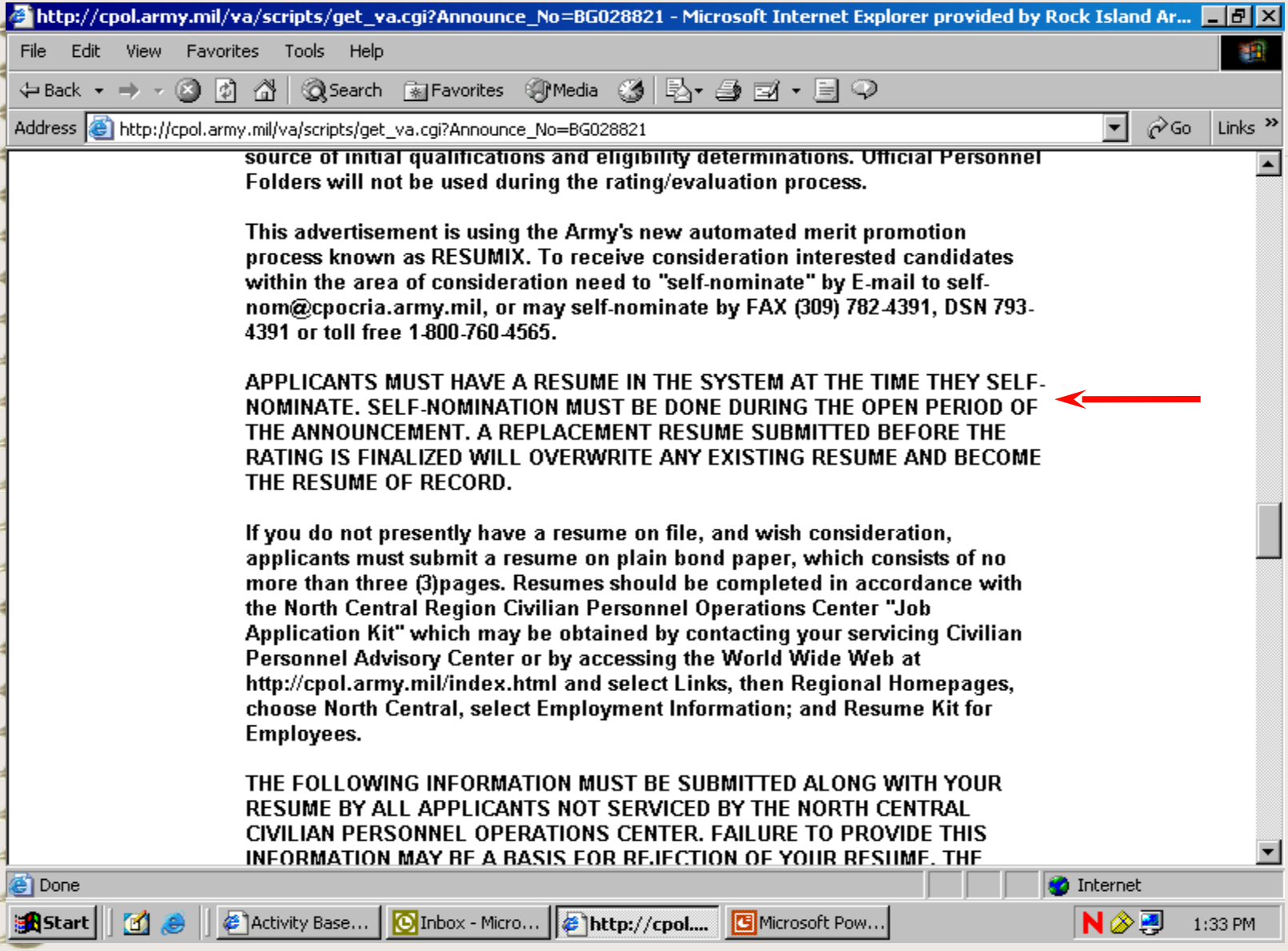
➢Self Nomination Information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source of initial qualifications and eligibility determinations. Official Personnel Folders will not be used during the rating/evaluation process.
This advertisement is using the Army's new automated merit promotion process known as RESUMIX. To receive consideration interested candidates within the area of consideration need to "self-nominate" by E-mail to self-nom@cpocria.army.mil, or may self-nominate by FAX (309) 782-4391, DSN 793-4391 or toll free 1-800-760-4565.
APPLICANTS MUST HAVE A RESUME IN THE SYSTEM AT THE TIME THEY SELF-NOMINATE. SELF-NOMINATION MUST BE DONE DURING THE OPEN PERIOD OF THE ANNOUNCEMENT. A REPLACEMENT RESUME SUBMITTED BEFORE THE RATING IS FINALIZED WILL OVERWRITE ANY EXISTING RESUME AND BECOME THE RESUME OF RECORD.
If you do not presently have a resume on file, and wish consideration, applicants must submit a resume on plain bond paper, which consists of no more than three (3)pages. Resumes should be completed in accordance with the North Central Region Civilian Personnel Operations Center "Job Application Kit" which may be obtained by contacting your servicing Civilian Personnel Advisory Center or by accessing the World Wide Web at http://cpol.army.mil/index.html and select Links, then Regional Homepages, choose North Central, select Employment Information; and Resume Kit for Employees.
THE FOLLOWING INFORMATION MUST BE SUBMITTED ALONG WITH YOUR RESUME BY ALL APPLICANTS NOT SERVICED BY THE NORTH CENTRAL CIVILIAN PERSONNEL OPERATIONS CENTER. FAILURE TO PROVIDE THIS INFORMATION MAY BE A BASIS FOR REJECTION OF YOUR RESUME. THE
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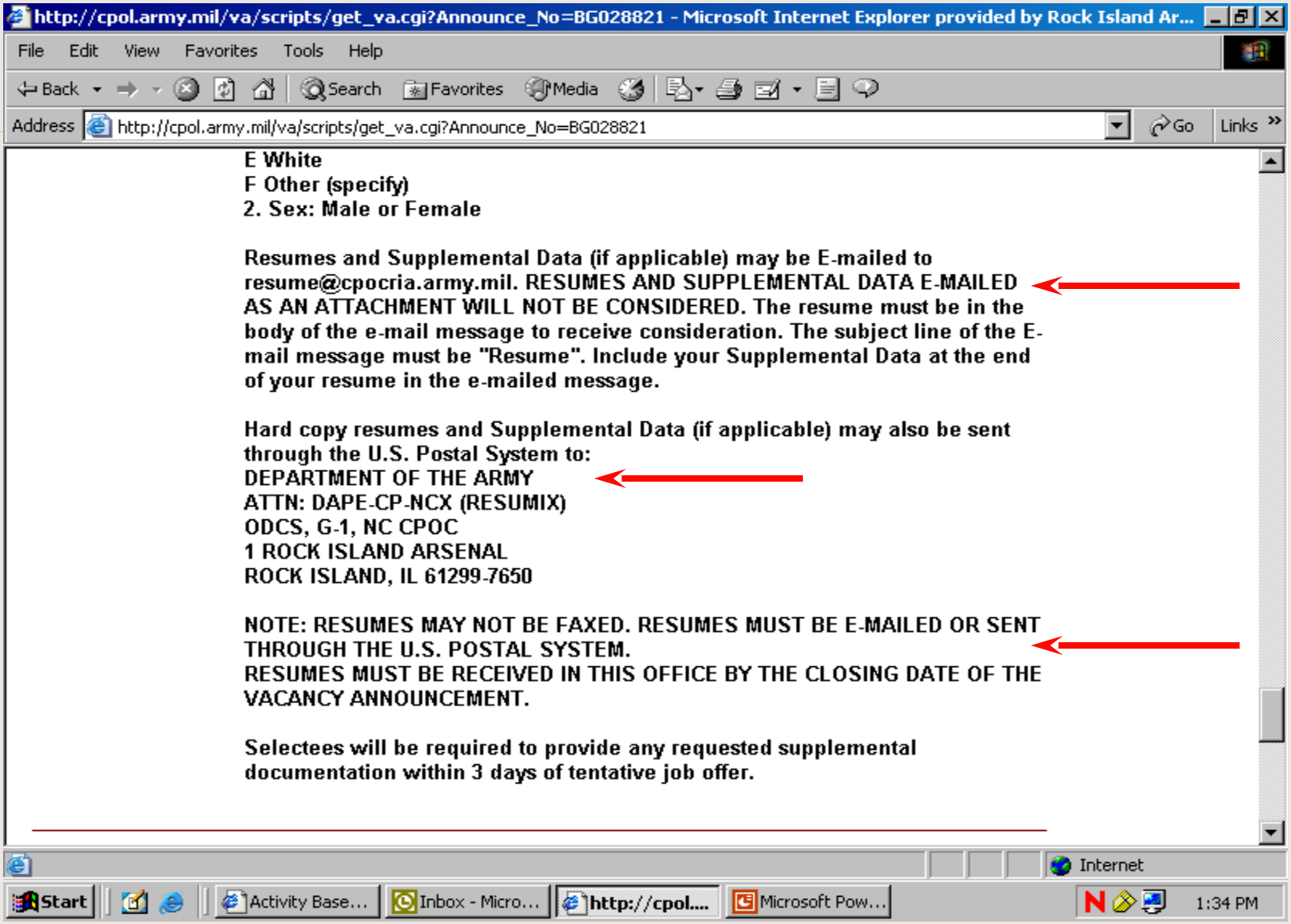
Hard Copy Or E-Mail Resume Instructions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E White
F Other (specify)
2. Sex: Male or Female
Resumes and Supplemental Data (if applicable) may be E-mailed to resume@cpocria.army.mil. RESUMES AND SUPPLEMENTAL DATA E-MAILED AS AN ATTACHMENT WILL NOT BE CONSIDERED. The resume must be in the body of the e-mail message to receive consideration. The subject line of the E-mail message must be "Resume". Include your Supplemental Data at the end of your resume in the e-mailed message.
Hard copy resumes and Supplemental Data (if applicable) may also be sent through the U.S. Postal System to:
DEPARTMENT OF THE ARMY
ATTN: DAPE-CP-NCX (RESUMIX)
ODCS, G-1, NC CPOC
1 ROCK ISLAND ARSENAL
ROCK ISLAND, IL 61299-7650
NOTE: RESUMES MAY NOT BE FAXED. RESUMES MUST BE E-MAILED OR SENT THROUGH THE U.S. POSTAL SYSTEM.
RESUMES MUST BE RECEIVED IN THIS OFFICE BY THE CLOSING DATE OF THE VACANCY ANNOUNCEMENT.
Selectees will be required to provide any requested supplemental documentation within 3 days of tentative job offer.
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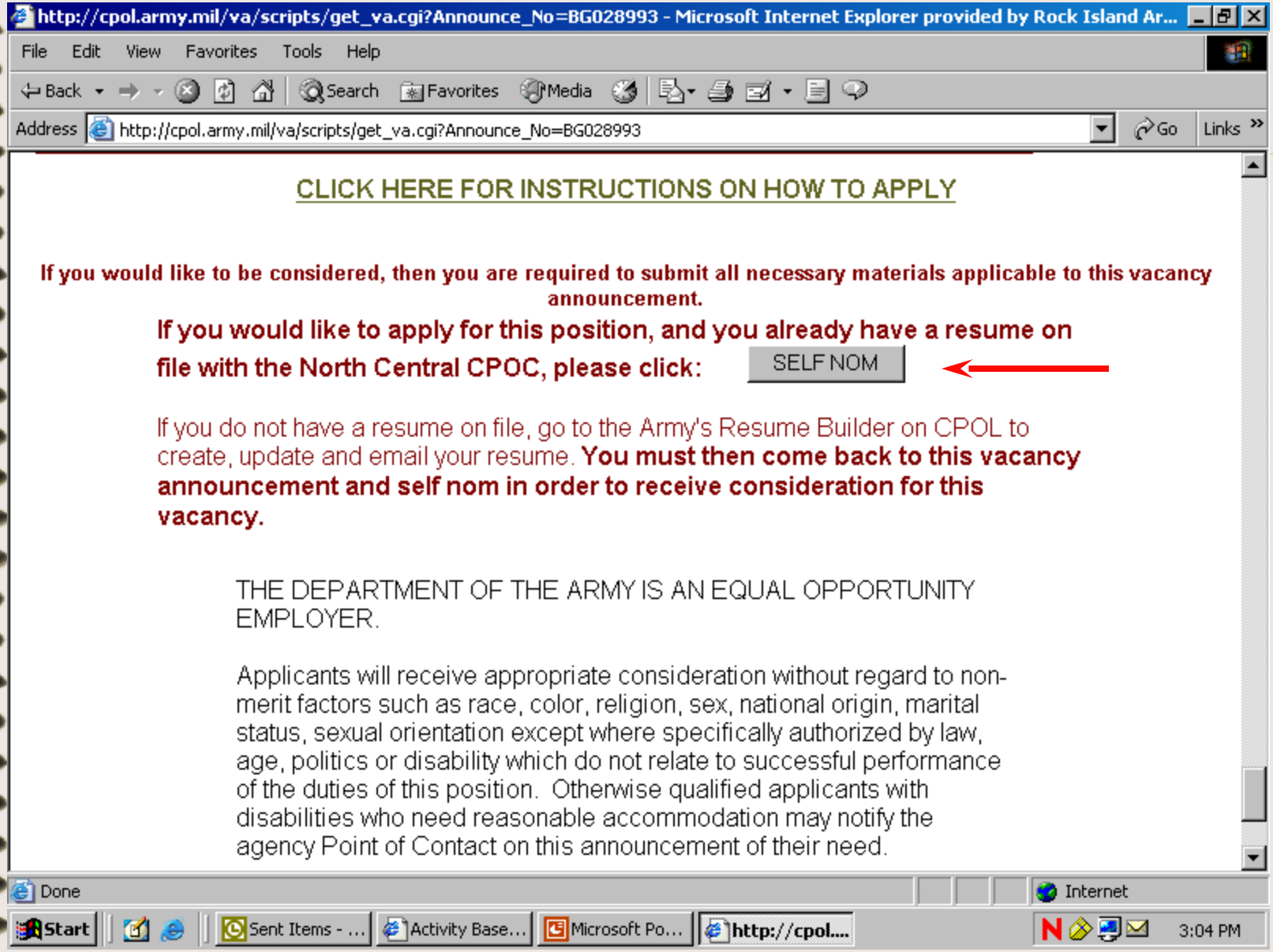
➢ BE SURE TO SELF-NOMINATE!!!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CLICK HERE FOR INSTRUCTIONS ON HOW TO APPLY
If you would like to be considered, then you are required to submit all necessary materials applicable to this vacancy announcement.
If you would like to apply for this position, and you already have a resume on file with the North Central CPOC, please click:
SELF NOM
If you do not have a resume on file, go to the Army's Resume Builder on CPOL to create, update and email your resume. You must then come back to this vacancy announcement and self nom in order to receive consideration for this vacancy.
THE DEPARTMENT OF THE ARMY IS AN EQUAL OPPORTUNITY EMPLOYER.
Applicants will receive appropriate consideration without regard to non-merit factors such as race, color, religion, sex, national origin, marital status, sexual orientation except where specifically authorized by law, age, politics or disability which do not relate to successful performance of the duties of this position. Otherwise qualified applicants with disabilities who need reasonable accommodation may notify the agency Point of Contact on this announcement of their need.
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